

CITY OF SAN JOSE
OFFICE OF THE CITY AUDITOR
Procedure No. M-39

UPDATE THE THREATS AND CONTROLS DATABASE

Purpose

To update the Threats and Controls Database in the City Auditor's Office Web Page.

Background

The City Auditor's Web Page address is www.ci.san-jose.ca.us/auditor/www.shtml. The Webmaster updates the threats and controls database when the performance audit is completed.

Procedure

Audit Staff	1. Provide a copy of the threats and controls matrix MS Excel file to the Supervising Auditor and the City Auditor.
Supervising Auditor and City Auditor	2. Review and approve the final threats and controls matrix.
Webmaster	3. Convert the threats and controls matrix file to HTML and post the matrix in the City Auditor's Web Page.